Technology Code of Ethics

Use of technology at North Muskegon Public Schools is a privilege extended to students and staff in order to enhance learning and exchange information. Interacting with the learning tools provided by technology will furnish a graduate with many of the job readiness and learning skills required by our evolving business and educational community. But with access comes responsibility - both for the equipment and for the information accessed and created through the use of technology. Users working within the guidelines of the North Muskegon Technology Code as outlined will receive the maximum benefits of the network.

Each user of technology shall read the following <u>Rights</u>, <u>Responsibilities</u>, <u>Printer Usage</u>, <u>Internet Acceptable Use</u> and <u>Disciplinary Action</u> statements and sign the <u>User's Responsibility Declaration</u> form which follows prior to accessing or using technology.

<u>Rights</u>

*   Users have the right to use all authorized hardware and software for which they
         have received training to facilitate learning and enhance educational information
         exchange.
*   Users have the right to access information from outside resources which
         facilitates learning and enhances educational information exchange.
*   Users have the right to access the Internet to retrieve information which facilitates
         learning and enhances educational information exchange.
*   Users have the conditional right to sign up for Listserves and Newsgroups on the
         Internet which facilitate learning and enhance educational information exchange.

<u>Responsibilities</u> (Listing does not indicate priority ranking)

Any user has the right to make use of all hardware and software on which he/she has been trained. However, all students and staff utilizing technology as an educational resource must also accept responsibility for the appropriate use and maintenance of that hardware or software. Responsible users must adhere to the following behavior guidelines:

*   Users are responsible for utilizing district technology only for facilitating
        learning and enhancing educational information exchange consistent with
        the purpose of the district.
*   Users are responsible for obtaining permission before using their own disks on
        district equipment.
*   Users are responsible for keeping programs of a viral nature off all school
        equipment. The user will be held accountable for any deliberate attempts
        at knowingly installing and/or running a computer virus.
*   Users are responsible for properly using and caring for hardware and software.
        Users are to seek assistance if needed.

* Users are responsible for ensuring that no hardware or software is relocated, modified or abused in any way.
* Users are responsible for seeing that no hardware is disconnected, removed or relocated.
* Users are responsible for keeping all food and drink out of the computer labs and away from other electronic equipment.
* Users are responsible for using only the network user ID assigned to them and will be held accountable for all activity performed under that ID. The privacy of passwords is to be maintained at all times.
* Users are responsible for adhering to the rules established in various labs relating to specialized equipment which may be found there.
* Users are prohibited from using district technology for private business, for product advertisement or political lobbying, or for making any unauthorized financial commitments.
* Users are prohibited from the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems.

Printer Usage Guidelines

Multiple printers are available to students so that they can produce quality typewritten or graphics documents. Students are also able to print articles and other documents related to assigned topics and areas of personal interest. When utilizing printing resources, students must adhere to the following guidelines.

* Users will responsible for keeping images deemed inappropriate for school use from being printed on any printer.
* Users will be responsible for practicing printing conservation. Print only what is needed and use what is printed.
* Users will be responsible for notifying the designated person(s) if there is need for a printer set-up change.

Internet Acceptable Use

The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. However, the North Muskegon Public School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. The following guidelines will apply to all users of the Internet.

<u>Rights</u>

* Users have the right to access the Internet to facilitate diversity and personal growth in technology, information gathering skills, and communication skills.
* Users have the right to use the following methods for accessing information: Electronic Mail (E-mail), Telnet and File Transfer Protocol (FTP).
* Student Users have a conditional right to request newsgroups from the Internet in order to facilitate real-time learning with members on the network.
* Student Users have the conditional right to sign up for Lists on the Internet.

<u>Responsibilities</u>

* Users are responsible for all material received via the information network under his/her user account. Users accept responsibility for preventing all sexually offensive materials, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school network.
* Users are responsible for making appropriate use of the electronic mail system, reporting any violations of privacy, and making only those e-mail contacts which facilitate learning and enhance educational information exchange.
* Users are responsible for adhering to the copyright policy and procedure in the use of hardware and software and in transmitting or copying of text or files on the Internet or from other sources.
* Users are responsible for making all subscriptions to Listserves or Newsgroups known to the technology designee and for seeking prior approval before requesting such subscriptions on the Internet.
* Users will be responsible for logging all connections made while on-line. All file-transfers made while on-line must be included in this log.
* Users will be responsible for abiding by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

    * Use appropriate language. Do not become abusive in the message, swear, or use vulgarities.
    * Do not reveal your personal address or phone number.

Disciplinary Action

Users violating any of these Rights and Responsibilities will face disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school. Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.

Students will be disciplined for violating the privileges outlined in the above document. If the student should be found in violation of the Technology Code of Ethics, he/she can expect the following action to be taken.

First Offense - The student will lose all computer privileges for two weeks. The offense will be recorded in the student's file. The student will review the Technology Code of Ethics with the appropriate staff member before computer privileges will be reinstated.

Second Offense - The student will lose all computer privileges for six weeks. The offense will be recorded in the student's file. The student will be expected to write a technology behavior plan for him/herself before computer privileges are restored. This plan will be signed by the student, his/her parents, the building technology person, and an administrator.

Third Offense - The student will lose computer privileges for the school year. When privileges are reinstated, they will be on a limited basis.

Any violation, which affects the integrity of the network, will result in permanent removal from the network for the remainder of the year.

The school administration reserves the right to administer disciplinary action in a discretionary manner. Disciplinary action for computer offenses may vary from those outlined above.

User's Responsibility Declaration

Student

I have read, understand and will abide by the North Muskegon Public School's Technology Code of Ethics. I further understand that any violation of the regulations above is unethical. Should I commit any violation, my access privileges may be revoked, and school disciplinary action may be taken.

_____
(User Signature)   (Print User Name)   (Date)

Parent

As the parent or guardian of this student, I have read the North Muskegon Public School's Technology Code of Ethics. I understand that while this access is designed for educational purposes, it is impossible for North Muskegon Public Schools to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

_____
(Parent or Guardian's Signature)   (Print User Name)   (Date)

_____
(Daytime Phone Number)

Sponsoring Teacher

The North Muskegon School District code of ethics has been presented to all staff and it has been agreed that it will be promoted with all students. Students will be informed of the acceptable use of the network and proper network etiquette at the class rule meetings. New students will be informed by the computer facilitator and/or counselor.

_____
(Teacher's Signature)   (Print User Name)   (Date)

PLEASE COMPLETE AND RETURN TO SCHOOL